

COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and
Supportive Community Care"*

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide

ADULT DAY SUPPORT CENTER STAFF RECORDS



TECHNICAL SUPPORT PROGRAM ADULT DAY SUPPORT CENTER STAFF RECORDS

This guide is designed to assist facility operators to perform periodic self-assessments of their staff records. It includes the most commonly required staff records. It is not an exhaustive list of all staff records. ***It cannot be used as a substitute for having a good working knowledge of all records required by regulation.*** Be sure that all documents are signed and complete. It is recommended that each box and/or space is marked to demonstrate that the entire form has been reviewed.

R = Reviewed

U = Updated

N/A = Not Applicable

Staff Name: _____

Review Date							Expires/ Update Due
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Application LIC 501							
Health Screening LIC 503							
TB Test Results LIC 503							
Criminal Record Statement LIC 508							
First Aid/CPR Card							
Verification of Education/Experience							
Fingerprint Clearance (DOJ/FBI)							
Driver's License/ DMV Printout							
Water Safety Certificate							
Documentation of Training							
Restricted Health Condition Training							
Universal Precautions Training							
Abuse Reporting Requirements Form SOC 341A							

Application (LIC 501)

Due Date: Prior to employment.

Updates Due: None.

Health Screening and TB Test (LIC 503)

Due Date: Within 7 days of employment.

Updates Due: When there is a change in employee health that affects his/her ability to perform duties.

Criminal Record Statement (LIC 508)

Due Date: Prior to employment or initial presence in the facility for all persons 18 years of age or older.

Updates Due: None.

First Aid/CPR Card (At least one staff member with CPR training must be on duty during operating hours. All direct care staff must have First Aid training.)

Due Date: Prior to employment.

Updates Due: Expiration date on card.

Verification of Experience/Education

Due Date: Prior to employment.

Updates Due: None.

Fingerprint Clearance

Due Date: Submitted to the Department of Justice prior to employment or initial presence in the facility for all persons, other than clients, 18 years of age or older.

Updates Due: None.

Driver's License or DMV Printout

Due Date: Prior to transporting clients.

Updates Due: When license expires.

Water Safety Certificate

Due Date: Prior to supervising clients in activities which may require water rescue.

Update Due: When certificate expires.

Documentation of Training

Due Date: Administrators must complete 30 hours of continuing education every 24 months. All direct care staff must complete 20 hours in the first 18 months of employment and 20 additional hours every 3 years.

Updates Due: Whenever new training is received.

Restricted Health Condition Training

Due Date: Prior to providing services to clients with Restricted Health Conditions.

Updates Due: When the Restricted Health Condition Plan changes.

Universal Precautions Training

Due Date: At time of employment.

Updates Due: None

Abuse Reporting Requirement Form (SOC 341A)

Due Date: Form SOC 341A to be completed at the time of employment and the abuse training is to be completed within 60 days of employment.

Updates Due: None.